

**Jefferson County  
Position Description**

<b>Name:</b>		<b>Department:</b>	Human Services
<b>Position Title:</b>	Elder Benefit Specialist	<b>Pay Grade:</b>	6
		<b>FLSA:</b>	Non-Exempt
<b>Date:</b>	January 2015	<b>Reports To:</b>	ADRC Supervisor

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**Purpose of Position**

The purpose of this position is to provide benefit counseling and education, legal information, advocacy and representation to County residents 60 years or older.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Provides benefit counseling and assist clients in understanding and determining benefit eligibility for all public benefit programs. Assists clients in completing eligibility forms.
- Provides health and long-term care insurance benefits counseling and acts as advocate regarding insurance recommendations and submitting complaints.
- Provides advocacy and administrative representation in appeals, negotiations, and administrative law proceedings.
- Evaluates consumer needs to recommend appropriate community resources, referrals, and health insurance options.
- Provides public education and/or training on issues affecting the rights, benefits, or entitlements of elderly persons including conducting workshops.
- Attends ongoing training programs to maintain expertise regarding knowledge of programs and services.
- Administers volunteer program and provides volunteers' training and supervision.
- Coordinates with local Pro-Bono Attorney Program by initiating referrals and actions as a liaison.
- Performs reporting requirements timely and accurately.
- Maintains detailed, accurate and confidential records.
- Performs other duties as assigned or as may develop.

- Complies with County HIPAA Policies and Procedures, if applicable.
- Demonstrates dependable attendance.

**Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

- N/A

**Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree, preferably in a human services related field. (Educational requirement may be waived by the state Legal Services Developer if the individual has a minimum of four-year experience in income maintenance, insurance, or medical billing fields). Experience working with elderly preferred. Valid driver's license required.

**Other Requirements:**

**Additional Training:** Ability to attend and successfully complete initial and ongoing trainings as required under Chapter 9 of the Wisconsin Aging Network Manual of Policies, Procedures and Technical Assistance

**Communication:** Excellent written and oral communication skills with ability to advocate on behalf of consumers.

**Working Conditions:** May require travel to consumer's residence.

**Environmental:** Tasks may risk exposure to adverse environmental conditions such as irate individuals.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date